

**MASSACHUSETTS DEPARTMENT OF PUBLIC HEALTH
DIVISION OF EPIDEMIOLOGY AND IMMUNIZATION**

HANDWASHING FACILITIES CHECKLIST

Clean, accessible and adequately supplied handwashing facilities are essential in the prevention of disease. Each lavatory should be inspected/checked and cleaned at least daily or more frequently if needed. Supplies should be replenished and broken appliances reported promptly and repaired.

IF A FACILITY HAS MORE THAN 1 LAVATORY, PLEASE MAKE ADDITIONAL COPIES SO THAT THERE IS ONE FOR EACH LAVATORY.

School/Day Care: _____ Date: _____

No. of children in attendance: _____ Staff/child ratio: _____

Total No. of lavatories: _____

Locations of lavatories: _____

Location of lavatory being inspected: _____

Place an "X" in the appropriate column.

Explanations of violations can be noted in the space provided below each item.

	Yes	No
1. Handwashing reminder posted in each lavatory. _____	_____	_____
2. Hot and cold running water at all sinks. _____	_____	_____
3. Sink drains are in working order. _____	_____	_____
4. Sinks accessible to small children or stools available. _____	_____	_____
5. All toilets flush. _____	_____	_____
6. Adequate supply of toilet paper in each stall. _____	_____	_____
7. Liquid soap supplied at each sink. _____	_____	_____

8. Adequate supply of paper towels available

9. Lavatories are monitored by school/camp staff or adult volunteers to enforce handwashing and to assist small children.

DAILY MONITORING PROCEDURES CHECK

Yes

No

1. Current attendance records are being kept.

2. Sick children are being sent home as soon as possible with shigella informational sheet and letter.

3. Teachers, group leaders or other staff are sending list of children reported to have diarrhea to the manager or supervisor.
